

## **Welcome to Sensory Solutions Patient Portal!**

Thank you for choosing Sensory Solutions, LLC for your child's therapeutic needs. In an effort to provide you with the utmost care to enable your involvement we are inviting you to the Sensory Solutions patient portal.

Patient portal is a secure website that allows you to have convenient 24 hour access to patient information, forms, notes, and billing. Patient portal allows you to make more informed decisions and be inclusive in your child's care by allowing you to:

- View upcoming appointments
- Receive billing statements
- Make secure payments
- Fill out fillable patient forms
- Access healthcare documents

### **Steps to access your patient portal:**

1. Check your email for an invitation to Fusion Sensory Solutions portal. The invitation **expires 24 hours after being sent.**
  - a. If you have not received an email, check your **SPAM/JUNK** folder.

ALL INBOXES



**Fusion Automated Email**

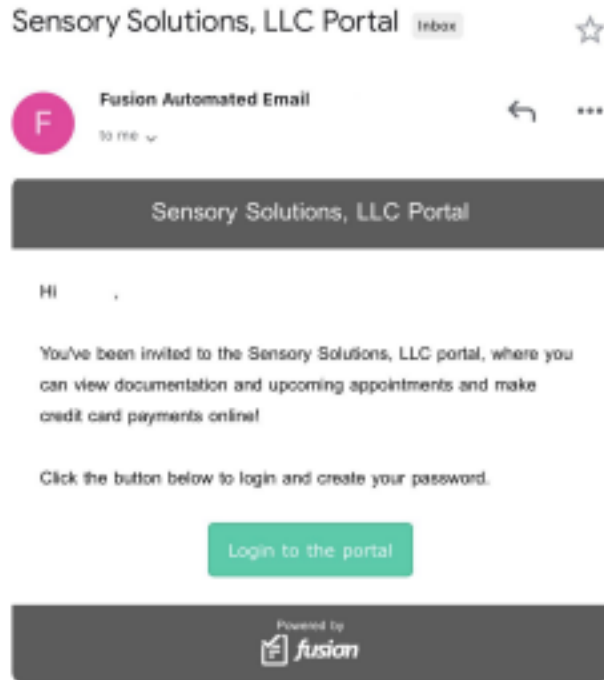
**Sensory Solutions, LLC Portal**

Sensory Solutions, LLC Portal Hi

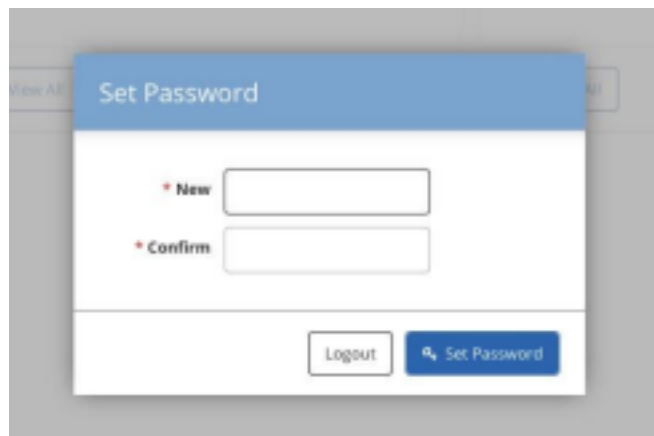
, You've been i...



2. Click "Login to the Portal".



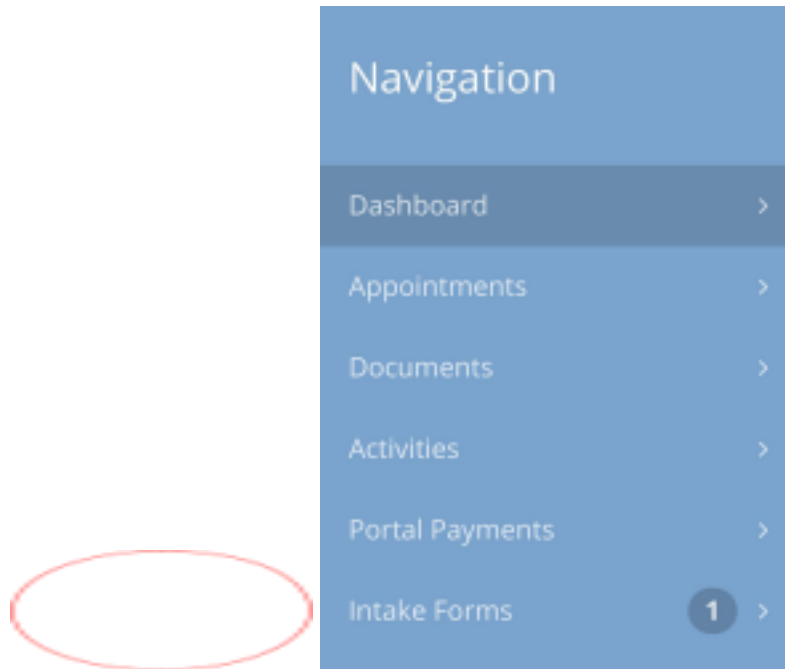
3. Set your password, then click “Set Password”.



4. You're all set and can now access the portal **24/7!**

**Steps to complete patient paperwork (New Patients!):**

1. On the side navigation bar to the left, click “Intake Forms”.
  - a. All patient paperwork must be completed before first appointment.



2. Click on the desired form that needs to be completed to download or print it. a. Most forms will be “fillable” and can be marked and filled out on top of the pdf straight from your device.



3. Click on the bottom right corner in order to download, print, or upload your

completed document.

A screenshot of a web form titled "Sensory Solutions, LLC" with the subtitle "Physical, Speech and Occupational Therapy for Children". The form is titled "MEDICAL HISTORY:" and contains several fields: "Pregnancy:" with checkboxes for "Full Term" and "Premature"; "Length of Pregnancy:" with a text input field; "Mother's general health during pregnancy:" with checkboxes for "Good", "Fair", and "Poor"; "Problems encountered during pregnancy (e.g., illnesses, injuries, stress, bleeding, fainting spells, anemia, etc.):" with a text input field; "Length of total labor:" with a text input field; "Difficult labor:" with checkboxes for "Yes" and "No"; and "Delivered: Time:" with a text input field. At the bottom right of the form are three buttons: "Download", "Print", and "Upload Form".

4.

Click "Upload Form" or "Upload Additional Files" to attach your document. 5. Click "Submit Form" to send us your completed document.

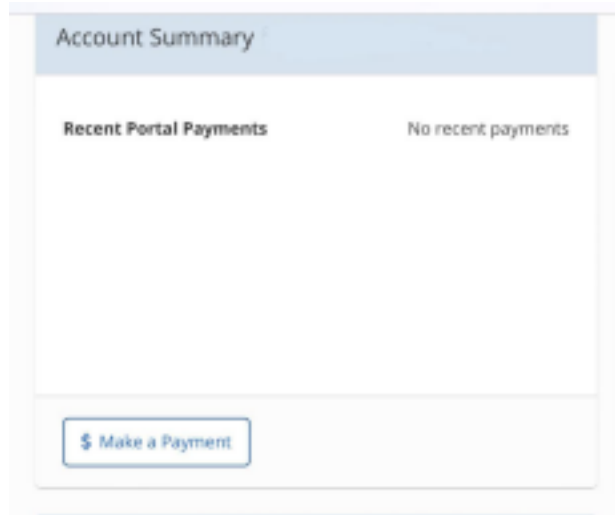
A screenshot of a dialog box titled "Upload Form" with a close button (X) in the top right corner. The dialog box contains two sections: "Patient History Packet" with the instruction "Upload your completed Patient History Packet as a file that's up to 20 MB." and a button labeled "Upload Form"; and "Additional Files" with the instruction "If you need to send us any other documents or images, upload them below. Each file can be up to 20 MB." and a button labeled "Upload Additional Files". At the bottom right of the dialog box is a blue button labeled "Submit Form".

6. You're all set, your form is completed!

**Steps to make payments, save a card, view account history, or view cards on file:**

To make payments and save a card:

1. Click “Dashboard” on the top left corner of the navigation bar. 2. On the top left corner under Account Summary, click “Make a Payment”.



**OR**

3. Click “Portal Payments” on the top left corner of the navigation bar. Then, click “Make a Payment” on the bottom left corner.
4. Insert all required information and card numbers.
5. Click “Save Card”, if you would like to keep this card on your file.  
\*\*\*Card numbers cannot be viewed once saved.\*\*\*
6. Click “Submit Payment”.

The image shows a 'Make a Payment' form with the following fields: Account (dropdown), Payment (text box with '\$' symbol), Method (dropdown with 'New Payment Meth'), Cardholder (text box), Card (Number and CVV text boxes), Expires (MM and YYYY text boxes), Zip (text box), Save Card (checkbox), and Note (text box). A blue 'Submit Payment' button is at the bottom right. A red circle is drawn around the bottom left corner of the form area.

To view cards on file:

1. Click “Portal Payments” in the top left corner of the navigation bar.
2. On the bottom left corner, click “Payment Methods” to view or delete cards on file.

To view account history:

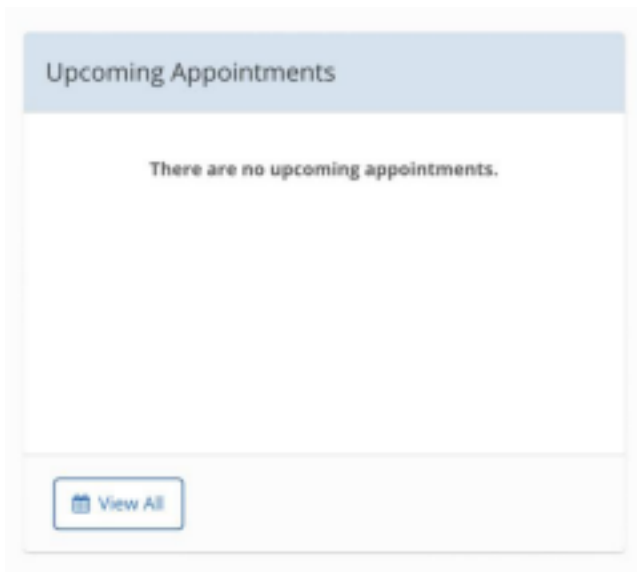
1. Click “Dashboard” on the top left corner of the navigation bar.
2. On the top left corner you can view your most recent payment. Click “View All” to see all your transactions and due payments.

**OR**

1. Click “Portal Payments” in the top left corner of the navigation bar.

### **Steps to view upcoming appointments:**

1. Click “Dashboard” on the top left corner of the navigation bar.
2. On the top right corner of the dashboard you can view the utmost upcoming appointment. Click “View All” to see all your upcoming appointments.



**OR**

1. Click “Appointments” on the top left corner of the navigation bar.

**Steps to view completed documents:**

1. Click “Dashboard” on the top left corner of the navigation bar.
2. On the bottom left corner of the dashboard you can view the most recent document. Click “View All” to see all your completed documents.

**Steps to change password, edit profile, get help, or logout:**

1. On the top right corner of all pages there are three icons.
  - a. The **person icon** will guide you to edit your profile or change passwords.
  - b. The **question mark icon** will take you to the help website.
  - c. The **logout icon** will log you out of the portal and you must re-login to access information.

